

§ 2601.301

(6) Would reflect unfavorably upon the ability of the agency, or any of its employees, to carry out its responsibilities or official duties in a fair and objective manner, or would compromise or appear to compromise the integrity or the appearance of the integrity of its programs or any official involved in those programs.

(b) [Reserved]

NOTE TO §2601.204: Nothing in this part shall prohibit the agency from offering or providing the donor an appropriate acknowledgment of its gift in a publication, speech or other medium.

Subpart C—Accounting Requirements

§ 2601.301 Accounting of gifts.

(a) The Administration Division shall ensure that gifts are properly accounted for by following appropriate internal controls and accounting procedures.

(b) The Administration Division shall maintain an inventory of donated personal property valued at over \$500. The inventory shall be updated each time an item is sold, excessed, destroyed or otherwise disposed of or discarded.

(c) The Administration Division shall maintain a log of all gifts valued at over \$500 accepted pursuant to this part. The log shall include, to the extent known:

(1) The name and address of the donor;

(2) A description of the gift; and

(3) The date the gift is accepted.

PART 2602—EMPLOYEE RESPONSIBILITIES AND CONDUCT, ADDENDUM [RESERVED]

PART 2604—FREEDOM OF INFORMATION ACT RULES AND SCHEDULE OF FEES FOR THE PRODUCTION OF PUBLIC FINANCIAL DISCLOSURE REPORTS

Subpart A—General Provisions

Sec.

2604.101 Purpose.

2604.102 Applicability.

5 CFR Ch. XVI (1–1–12 Edition)

2604.103 Definitions.

Subpart B—FOIA Public Reading Room Facility and Web Site; Index Identifying Information for the Public

2604.201 Public reading room facility and Web site.

2604.202 Index identifying information for the public.

Subpart C—Production and Disclosure of Records Under FOIA

2604.301 Requests for records.

2604.302 Response to requests.

2604.303 Form and content of responses.

2604.304 Appeal of denials.

2604.305 Time limits.

Subpart D—Exemptions Under FOIA

2604.401 Policy.

2604.402 Business information.

Subpart E—Schedule of Fees

2604.501 Fees to be charged—general.

2604.502 Fees to be charged—categories of requesters.

2604.503 Limitations on charging fees.

2604.504 Miscellaneous fee provisions.

Subpart F—Annual OGE FOIA Report

2604.601 Electronic posting and submission of annual OGE FOIA report.

2604.602 Contents of annual OGE FOIA report.

Subpart G—Fees for the Reproduction and Mailing of Public Financial Disclosure Reports

2604.701 Policy.

2604.702 Charges.

AUTHORITY: 5 U.S.C. 552; 5 U.S.C. App. (Ethics in Government Act of 1978); E.O. 12600, 52 FR 23781, 3 CFR, 1987 Comp., p. 235; E.O. 13392, 70 FR 75373, 3 CFR, 2005 Comp., p. 216.

SOURCE: 60 FR 10007, Feb. 23, 1995, unless otherwise noted.

EDITORIAL NOTE: Nomenclature changes to part 2604 appear at 66 FR 3439, Jan. 16, 2001.

Subpart A—General Provisions

§ 2604.101 Purpose.

This part contains the regulations of the Office of Government Ethics (OGE) implementing the Freedom of Information Act (FOIA) and Executive Order 12600. It describes how any person may obtain records from OGE under the